

Enrolling Students in Beanstack

New this year! Beanstack allows students and their families to track their progress, find activities to complete at home and receive weekly customized book suggestions via email. Enroll your whole class by following these steps:

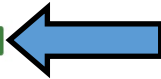
Spring Into Reading with Hayward Public Library
April 6 - May 31, 2020

Welcome to Hayward Public Library's Spring Reading Challenge!

All ages: babies - adults

Register an Individual or Family

Register a Class or Group

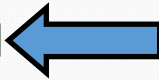


Register a Class or Group

Do you want to log reading and activities for this group all at the same time?

All At One Time

Individually



This Means...

- You intend to log reading for each reader individually.
- Each reader will earn badges and incentives at different times.

Group Information

Group Name *

Classroom 5, My School

Default Age *

10

How many readers are you registering? *

10

Grade Level This Fall *

5th Grade

School *

Harder Elementary

Your Information

First Name *

Jessica

Last Name *

Smith

Username *

Jessica.Smith

Email

hpl.media@hayward-ca.gov

Confirm Email

hpl.media@hayward-ca.gov

Phone Number (10 Digits - No Dashes)

555-555-5555

Password *

••••••

Password Confirmation

••••••

Do You Have A Library Card?

Not right now. I may get one later or don't have it handy.

Which Is Your Primary Library? *

Main Library

Register Group



1. Go to <https://hayward.beanstack.com>

2. Click on REGISTER A CLASS OR GROUP.

3. When asked, "Do you want to log reading and activities for this group all at the same time?", select INDIVIDUALLY.

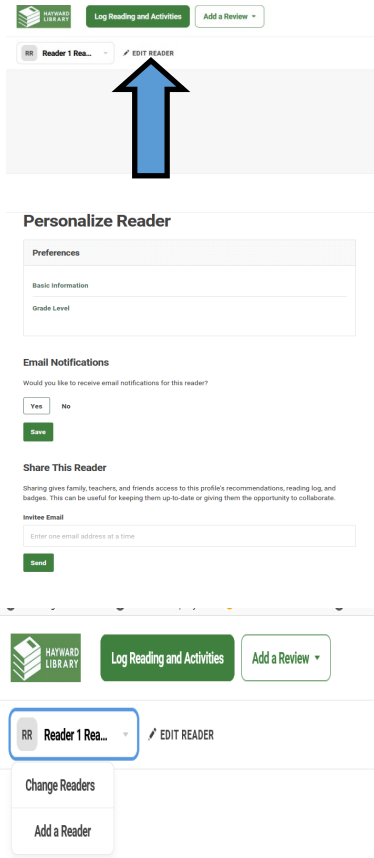
4. Fill out your group information. If your children are different ages, choose an average age and the school most of your children attend.

5. Enter your information. Be sure to use an email address that is not already in Beanstack.

6. Click "Register group."

Congratulations, you're ready to go!

Editing Readers in Beanstack



1. Select “Edit Reader” from the options in the top left corner.

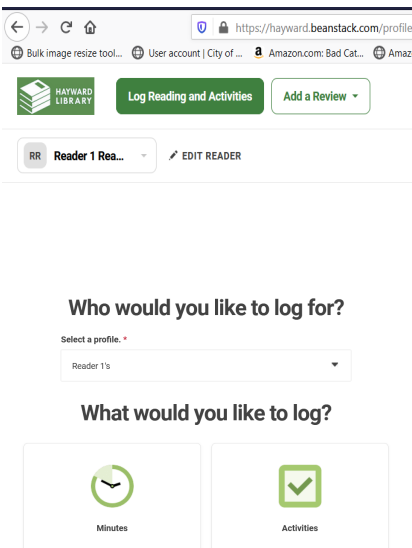
2. Under Personalize, select BASIC INFORMATION. Fill in the information for Reader 1 and click on SAVE.

3. At the bottom of the Personalize page, you will see “Share This Reader.” Enter the parent email address for this reader here (optional)

4. Click on “Change Readers” and select a new reader profile to edit. Follow steps 1-3 for each additional reader.

Logging Reading Minutes and Completed Activities

Your group’s Beanstack account allows you to quickly and easily log reading minutes and completed activities for your class. If you have shared a reader’s profile with their parents, they will also be able to see the minutes and activities you have logged. Follow these steps to log reading minutes and activities:



1. Select “Log Reading and Activities”

2. Select a specific reader’s profile or choose “All Readers” to add the same entry to every student’s account.

3. Select “Minutes” or “Activities”

4. Follow the prompts to complete your entry.